



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH FACILITIES SURVEYOR IV – NURSE	40*	B	10.550
HEALTH FACILITIES SURVEYOR IV – OPTIONS	38	B	10.508
HEALTH FACILITIES SURVEYOR III – NURSE	38*	B	10.551
HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37*	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34*	B	10.553
HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516
OPTIONS:			
A. DIETITIAN			
B. SANITARIAN			
C. MEDICAL TECHNOLOGIST			
D. SOCIAL WORKER			
E. GENERALIST			

SERIES CONCEPT

Health Facilities Surveyors inspect a variety of health care facilities including: hospitals, skilled nursing facilities, intermediate care facilities, intermediate care facilities for the developmentally disabled, home health agencies, ambulatory surgical centers, facilities for treatment of irreversible renal disease, hospital laboratories, independent physician offices and environmental laboratories, rural health clinics, hospices, comprehensive outpatient rehabilitative facilities, independent physical therapists, outpatient physical therapy facilities, portable X-Ray facilities, adult day care facilities, adult group care facilities, alcohol and drug abuse treatment centers, obstetrical centers, independent centers for emergency medical care, rehabilitation clinics and occupational and physical therapists for licensure or certification in accordance with federal and/or State regulations for licensure, Medicare, and/or Medicaid.

Conduct inspections of assigned facilities independently or as part of a multi-disciplinary team with members using their areas of special expertise to evaluate many different program components such as the inspection, review, and evaluation of nursing services, laboratory services, admission, discharge, and resident rights processes and policies, dietary services and life safety code inspections.

Participate in initial meetings with facility administrators to explain the inspection process, solicit cooperation, and obtain access to the information needed to complete the inspection; review facility records including by-laws, policies, procedures and implementation practices to determine compliance with licensure and certification requirements; and review patient records to determine whether medical and social services were provided in accordance with physicians' diagnoses, orders and treatment plans, facilities' resident assessments, and residents' mental and physical condition.

Inspect the physical plant by touring the facility, counting rooms and beds, noting problems or deficiencies in construction standards, and evaluating infection control measures and environmental conditions relating to safety and sanitation; and evaluate the type of care being provided by the facility by conducting patient, patient family, and employee interviews and noting observations.

Prepare a summary of findings including identification of violations, for presentation to the facility administrator during the exit interview; prepare a formal report detailing the results of the inspection; make

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

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SERIES CONCEPT (cont'd)

recommendations to Centers for Medicare and Medicaid Services regarding whether a facility should be certified for Medicaid/Medicare; determine and assist in the preparation of appropriate administrative sanctions, fines, or other actions depending on seriousness of violations, and forward to the Chief, Bureau of Licensure and Certification (BLC); recommend long term care enforcement remedies; review facility-prepared plans of correction and return for modifications as needed; conduct informal and formal dispute resolution meetings; conduct follow-up visits to facilities according to the schedule established in the final report to ensure that compliance is proceeding on schedule; testify as an expert witness or State's witness at legal proceedings; and coordinate with a variety of official agencies to ensure protection and safety of the general public.

Investigate complaints against facilities by identifying the problem area, visiting the facility, determining whether a problem exists, and following up by responding to the complainant.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; and communicate final determinations to facilities and contractors.

Provide information to health care administrators and personnel and assist them in interpreting and meeting State and federal regulations and statutes; and prepare and conduct formal provider training seminars.

Determine if a request for variance or waiver from federal and/or State regulations jeopardizes the health and safety of patients and employees; investigate circumstances of request; prepare findings of fact and position papers showing impact to public welfare and purpose of regulations; prepare an assessment of undue hardship to comply with requirements; present variance or waiver request to the State Board of Health; and work with facility to ensure regulatory compliance of acceptable variance or waiver to requirements.

Research federal, State, and local laws and regulations; prepare drafts of proposed regulations; solicit public comment and conduct public workshops; respond to public comment; present final regulations to the State Board of Health for approval; represent the bureau on advisory boards to interpret State and federal regulations and statutes; and communicate and coordinate with other agencies.

Participate in presenting in-service training seminars for fellow surveyors on healthcare regulation issues and inform fellow workers of latest techniques for provision of services; and instruct new surveyors on duties, responsibilities, and authority through the preceptorship program.

Maintain currency in trade literature, new federal, State, and local government regulations and directives, instructions and manufacturers literature; and monitor lab and health care industry for changes.

Perform related duties as assigned.

CLASS CONCEPTS

Health Facilities Surveyor IV: Under general direction, incumbents plan, organize, train, and supervise the work of Health Facilities Surveyors and Health Facilities Surveyor – Nurses at the I, II, and/or III level. Incumbents draft legislation and develop rules and regulations; oversee the development, maintenance, and

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CLASS CONCEPTS (cont'd)

Health Facilities Surveyor IV (cont'd)

revision of quality assurance systems; analyze document preparation and approve sanction action to be taken against violators; and develop strategies to match employee capabilities with agency needs. Work is reviewed through progress reports and meetings. This is the supervisory level in the series.

Health Facilities Surveyor III: Under limited supervision, incumbents perform the duties described in the series concept. Incumbents are assigned primary responsibility for the timely and accurate completion of survey activities, develop survey quality assurance programs, identify staff training needs, and provide supervision to other staff as assigned. This is the advanced journey level in the series.

Health Facilities Surveyor II: Under general supervision, incumbents perform the duties described in the series concept. This is the journey level in the series.

Health Facilities Surveyor I: Under close supervision, incumbents receive training in the performance of duties described in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Current certification, licensure, or registration by the appropriate licensing board in the State of Nevada is required at the time of appointment and must be maintained as a condition of continuing employment.

HEALTH FACILITIES SURVEYOR IV – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; and licensure as a Registered Nurse; **OR** one year of experience as a Health Facilities Surveyor III – Nurse in Nevada State service; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (See *Special Requirement*)

HEALTH FACILITIES SURVEYOR IV – OPTIONS

EDUCATION AND EXPERIENCE:

Option A – Dietitian: Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR IV – OPTIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Option A – Dietitian (cont'd)

investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

Option B – Sanitarian: Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

Option C – Medical Technologist: Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

Option D – Social Worker: Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor III in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work and an equivalent combination of education and experience. (*See Special Requirement*)

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR IV – OPTIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Option E – Generalist: Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** the requirements as specified for the Health Facilities Surveyor III – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor III level; and four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience as a Health Facilities Surveyor III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR IV - ALL POSITIONS

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: set unit workload priorities; develop and implement program goals and objectives; establish and maintain collaborative working relationships with related agencies, health care facility administrators, and the media; maintain organized tracking systems, interpret patterns and develop alternative plans; make independent judgments when designated as a hearing officer; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: federal and State laws, rules, and regulations as applied to the inspection of health facilities; mediation and adjudicatory practices and resources for resolving appeals from inspected facilities; principles and practices related to supervision of a unit. **Working knowledge of:** State budgeting process. **Ability to:** coordinate the unit's response to challenges from surveyed facilities, including the defense of findings and recommendations in adversarial hearings.

HEALTH FACILITIES SURVEYOR III – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; and licensure as a Registered Nurse; **OR** two years of experience as a Health Facilities Surveyor II – Nurse in Nevada State service; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

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HEALTH FACILITIES SURVEYOR III – OPTIONS

EDUCATION AND EXPERIENCE:

Option A – Dietitian: Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

Option B – Sanitarian: Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

Option C – Medical Technologist: Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

Option D – Social Worker: Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR III – OPTIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Option D – Social Worker (cont'd)

compliance with state and federal laws; **OR** two years of experience in Nevada State service as a Health Facilities Surveyor II in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work; and an equivalent combination of education and experience. (*See Special Requirement*)

Option E – Generalist: Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** the requirements as specified for the Health Facilities Surveyor II – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor II level; and three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience as a Health Facilities Surveyor II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR III - ALL POSITIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Ability to: review and analyze completed surveys for appropriateness and completeness of citations; independently establish priorities which accurately reflect the relative importance of job responsibilities; organize, oversee and delegate work responsibilities; and *all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

General knowledge of: principles and practices of supervision if applicable to the position. **Ability to:** develop, maintain and revise a quality assurance system; interpret and enforce department and division policies and rules; supervise and evaluate the work of professionals engaged in regulatory compliance activities.

HEALTH FACILITIES SURVEYOR II – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; and licensure as a Registered Nurse; **OR** one year experience as a Health Facilities Surveyor I – Nurse in Nevada State service; **OR** two years of supervisory or managerial experience in nursing; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

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HEALTH FACILITIES SURVEYOR II – OPTIONS

EDUCATION AND EXPERIENCE:

Option A – Dietitian: Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. *(See Special Requirement)*

Option B – Sanitarian: Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; certificate of registration as an Environmental Health Specialist; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. *(See Special Requirement)*

Option C – Medical Technologist: Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; certification as a General Supervisor of a Licensed Laboratory; and two years of supervisory or managerial experience in

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR II – OPTIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Option C – Medical Technologist (cont'd)

this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

Option D – Social Worker: Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; and two years of supervisory or managerial experience in this specialty; **OR** one year of experience in Nevada State service as a Health Facilities Surveyor I in an option relevant to the position; **OR** licensure as a Social Worker or Associate in Social Work and an equivalent combination of education and experience. (*See Special Requirement*)

Option E – Generalist: Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** the requirements as specified for the Health Facilities Surveyor I – Nurse or one of the Options for Dietitian, Sanitarian, Medical Technologist, or Social Worker at the Health Facilities Surveyor I level; and one year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** one year of experience as a Health Facilities Surveyor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR II - ALL POSITIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: principles of health care administration; human anatomy and physiology.
Ability to: make independent decisions based on professional judgment; produce accurate, well organized documentation of observations and facts obtained during surveys; write reports that fairly and accurately describe the facility inspected; identify and secure information necessary to conduct a thorough review; respond appropriately to hostile situations; and all knowledge, skills, and abilities required at the lower level.

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HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34	B	10.553
HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR II - ALL POSITIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: interpersonal relations and team building techniques; the practices for obtaining ancillary community resources on behalf of patients; regulatory construction requirements for facilities.

Ability to: facilitate team interaction; analyze varied situations and determine appropriate action; explain licensure and certification requirements and provisions for variances; consistently and accurately differentiate between actual conditions and regulatory standards for each provider/supplier; organize materials and processes to achieve desired objectives; interview residents and staff effectively to obtain needed information; make informative and persuasive public presentations; present expert testimony at legal proceedings; evaluate the professional skills and technical abilities of facility personnel; prepare technical/legal writings for regulation changes and variance/waiver requests; conduct research concerning healthcare/laboratory regulations and issues; use investigative techniques and gather clear concise documentation; read and understand laboratory results and facility staff notes in conjunction a patient's care, diagnosis, condition and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; use a personal computer and associated software; conduct on site proficiency testing and correctly determine results.

HEALTH FACILITIES SURVEYOR I – NURSE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing; three years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; and licensure as a Registered Nurse; **OR** licensure as a Registered Nurse and an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR I – OPTIONS

EDUCATION AND EXPERIENCE:

Option A – Dietitian: Bachelor's degree from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study; certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; three years of experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** certification as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (*See Special Requirement*)

Option B – Sanitarian: Bachelor's degree from an accredited college or university in environmental health or related field of study; three years of environmental health work experience, including supervisory, administrative, inspection, or regulatory responsibilities; and certificate of registration as an Environmental Health Specialist; **OR** certificate of registration as an Environmental Health Specialist and an equivalent combination of education and experience. (*See Special Requirement*)

Option C – Medical Technologist: Bachelor's degree from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study; three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department

HEALTH FACILITIES SURVEYOR IV – NURSE	40	B	10.550
HEALTH FACILITIES SURVEYOR IV – OPTIONS	38	B	10.508
HEALTH FACILITIES SURVEYOR III – NURSE	38	B	10.551
HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34	B	10.553
HEALTH FACILITIES SURVEYOR I – OPTIONS	32	B	10.516

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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR I – OPTIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Option C – Medical Technologist (cont'd)

under the supervision of a director who possesses a doctoral degree; and certification as a General Supervisor of a Licensed Laboratory; **OR** certification as a General Supervisor of a Licensed Laboratory and an equivalent combination of education and experience. (*See Special Requirement*)

Option D – Social Worker: Bachelor's degree from an accredited college or university in Social Work; three years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; licensure as a Social Worker or Associate in Social Work; **OR** licensure as an Independent Social Worker or Clinical Social Worker and two years of experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; **OR** licensure as a Social Worker and an equivalent combination of education and experience. (*See Special Requirement*)

Option E – Generalist: Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a related field of study; three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

HEALTH FACILITIES SURVEYOR I - ALL POSITIONS

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: medical terminology; past and present medical practices used in health care facilities for various populations, including geriatric and developmentally disabled; the operations of health care facilities and regulatory processes affecting them. **Ability to:** establish and maintain cooperative relationships with those contacted in the course of work; communicate effectively, orally and in writing; maintain organized and accurate records using a variety of data collection methods; participate as a member of a team on health care facility surveys; maintain composure in demanding situations; understand medical abbreviations and notes in facility documentation. And, in addition:

Option A – Nurse: Detailed knowledge of: acceptable standards of nursing practice. **Ability to:** evaluate the quality and delivery of nursing care.

Option B – Dietitian: Detailed knowledge of: relationship between various medical conditions and nutrition; food service systems.

Option C – Sanitarian: Working knowledge of: fundamental sanitation principles as applied to health and medical care facilities.

Option D – Medical Technologist: Detailed knowledge of: relationship between laboratory processes and patient care outcomes. **Working knowledge of:** relationship between all clinical laboratory specialties and subspecialties.

HEALTH FACILITIES SURVEYOR IV – NURSE	40	B	10.550
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HEALTH FACILITIES SURVEYOR III – OPTIONS	36	B	10.510
HEALTH FACILITIES SURVEYOR II – NURSE	37	B	10.552
HEALTH FACILITIES SURVEYOR II – OPTIONS	35	B	10.509
HEALTH FACILITIES SURVEYOR I – NURSE	34	B	10.553
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MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR I – OPTIONS (cont'd)

Option E – Social Worker: Detailed knowledge of: effective practices for accessing community resources on behalf of clients. Working knowledge of: medical social work.

HEALTH FACILITIES SURVEYOR I – ALL POSITIONS

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: federal and State laws for licensing and certification of health facilities; investigative methods appropriate to regulatory compliance functions. **Ability to:** interpret and apply rules, regulations, procedures and standards governing health care facilities inspection and licensure; participate, as a survey team member, in developing a list of deficiencies, an evaluation, and plan of corrective action; identify deficiencies in physical plant and environment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.550</u>	<u>10.508</u>	<u>10.551</u>	<u>10.510</u>	<u>10.552</u>	<u>10.509</u>	<u>10.553</u>	<u>10.516</u>
ESTABLISHED:	7/1/07LG	9/1/89R 12/14/89PC	7/1/07LG	7/1/97P 9/19/96PC	7/1/07LG	4/4/75	7/1/07LG	4/4/75
REVISED:						7/1/87-12P 1/30/87PC		7/1/87-12P 1/30/87PC
REVISED:						8/6/87-3		8/6/87-3
REVISED:						9/1/89R 12/14/89PC		
REVISED:		11/8/94UC				11/8/94UC		11/8/94UC
REVISED:		7/1/97P 9/19/96PC				7/1/97P 9/19/96PC		7/1/97P 9/19/96PC
REVISED:		4/7/98UC		4/7/98UC		4/7/98UC		4/7/98UC
REVISED:		6/20/06UC		6/20/06UC		6/20/06UC		6/20/06UC
REVISED:								8/24/06UC
REVISED:		7/1/07LG		7/1/07LG		7/1/07LG		7/1/07LG